



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**


Number: 05-11

4 FEB 05

**Compensatory Time Off for Travel**

**No Expiration**

1. Section 203 of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, 30 October 2004) authorized a new form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.
2. Each hour of official travel during **non-work hours** shall be treated as an hour of compensatory time off. Previously, official travel accomplished during non-duty hours was only compensable in limited situations. The new regulations were effective on 28 January 2005.
3. Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the "usual waiting time" that precedes or interrupts such travel. Generally, passengers are required to arrive at a transportation terminal at a designated pre-departure time (e.g., 1 to 2 hours) prior to the scheduled departure time.
4. If an employee is required to travel between his or her home and a temporary duty station outside the limits of the employee's official duty station, the travel time is creditable as time in a travel status. However, a deduction is made from such travel hours for the time the employee would have spent in normal home-to-work or work-to-home commuting.
5. If you have any questions, contact Ms. Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411 or (916) 854-3411.

  
STUART D. EWING  
Captain, CA ANG  
Deputy, Human Resources Officer

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